

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p style="text-align: center;">Chapter II</p> <p style="text-align: center;">Case Opening</p>
	<p>Section 1.4.2</p> <p>Certification of Financial Management Course</p>

IV. File Certification of Financial Management Course.

Each Individual debtor (in a joint petition, both spouses must comply) is required to file Official Form 23, Debtor's Certification of Completion of Instructional Course Concerning Financial Management" or a discharge will not entered.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 The **Bankruptcy Events** screen will display. Click **Other**.
- STEP 3 The **Case Number** screen will display.
- Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.
- STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**
- STEP 5 The **Miscellaneous** screen will display. Select **Certification of Financial Management Course**. Use the drop down list to locate and highlight the selection or click on the "c" key repeatedly until the selection appears. Click **Next**.
- STEP 6 The **Select Party** screen will display. Select the debtor filing this document. Click **Next**.
- CRITICAL ISSUE - Each individual debtor (in a joint petition, both must comply) is required to file their own certification.**
- STEP 7 The **PDF Document Selection** screen will display.
- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
 - ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

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NOTE: If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 *“Attachments to Documents”* for instructions on how to file attachments. Click **Next**.

CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.

STEP 8 At the following screen, click on a radio button to indicate who is filing their certification. In a joint petition, each certification may be uploaded together if “Both” is selected. Click **Next**.

STEP 9 The **Docket Text: Modify As Appropriate** screen will display. Do not modify this text. Click **Next**.

- ◆ In this sample, only one debtor is filing a certification. If this were a joint petition, both parties will appear when selected in STEP 6.

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STEP 10 The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text

Certification of Completion of Instructional Course Concerning Personal Financial Management by Debtor ONLY Filed by Debtor Betty Smith. (Cradic, Cam)

STEP 11 **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.